

# MINUTES OF THE PROCEEDINGS OF CITY COUNCIL OF STAPLES, MINNESOTA

February 25, 2020

The regular meeting of the Staples City Council was called to order by Mayor Etzler at 4:00 PM. on Tuesday, February 25, 2020 at City Hall. Present were Mayor Etzler, City Council Members Case, Johnson, Miles, Theurer and Toepper. Councilmember Murray arrived at 4:10 p.m. Also present were City Administrator Nelsen, Public Works Director Grabe, Economic Development Director Radermacher, City Clerk Archer and other interested parties.

Motion by Theurer and second by Miles to approve the agenda as presented. Case, Etzler, Johnson, Miles, Theurer and Toepper voted yes. None voted no. Carried.

Motion by Case and second by Toepper to approve the consent calendar including the City Council Minutes from February 11, 2020 and payment of bills. Case, Etzler, Johnson, Miles, Theurer and Toepper voted yes. None voted no. Carried.

<u>List of Bills</u>	<u>February 25, 2020</u>
Amazon Business	1,277.15
AW Research	517.60
Border States	556.52
CCP Industries	157.66
Central McGowan	305.72
Civil Air Patrol	245.00
Contact Radio	199.95
CTC	1,042.28
Delavan Cole (reimbursement)	50.69
DGR Engineering	3,800.00
Diane Archer (reimbursement)	30.00
Dougherty Funding	13,531.82
Evoqua Water Technologies	3,960.00
Ferguson	278.26
Fleet Services	1,499.47
Gary's Diesel Repair Inc.	355.28
Hilltop Regional Kitchen (donation)	2,955.00
International Association of Chiefs of Police	190.00
JT Services	1,202.07
Lakewood Health System	2,234.00
League of Minnesota Cities	109.00
Leap, Inc.	29,674.31
Marco Technologies LLC	465.59
Maria de Jose	514.50
Mid-American Research Chemical	160.02
Minnesota Dept. of Public Safety	325.00
Minnesota Energy	1,479.81
Minnesota Municipal Utilities Association	925.00
Moss & Barnett	4,468.50
Northeast Document Conservation Center	45.00
Pemberton Law	536.00
Red River Flags	1,136.35
Scott Grabe (reimbursement)	264.50
SCR Northern	470.00

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Stuart Irby Electric	140.59
Todd Wadena Fireman's Association	50.00
TransUnion Risk	50.00
US Bank	34,826.25
Wex Bank	123.65
Ziegler	422.76
<b>Election Judge Training/ Reimbursement</b>	
Leone Rowan	63.75
<b>TOTAL</b>	<b>110,639.05</b>
Delavan Cole	242.48
Steve Gaugert	330.00
Joel Lingenfelter	105.22
Bren Davis	400.00
Josiah Fuhrman	231.00
Andrew Krey	610.00
Lacey Aguirre	1,234.71
Jackson Berg	285.38
Adriana Dickey	207.22
Devon Isenberg	340.81
Dylan Jasmer	551.25
Christopher Moench	95.00
Libby O'Neil	163.85
Kevin Robben	1,080.10
Nancy Roth	28.13
Ava Schneider	138.18
<b>TOTAL</b>	<b>6,043.33</b>

City Administrator Nelsen stated that proposed Ordinance 526 changes all the references to age of 18 to age of 21 to comply with Federal Tobacco-21 Law.

Motion by Johnson and second by Theurer to approve the first reading of Ordinance 526 to increase age for tobacco purchase and sales to comply with Federal Tobacco-21 law. Case, Etzler, Johnson, Miles, Theurer and Toepper voted yes. None voted no. Carried.

Motion by Miles and second by Johnson to adopt Ordinance 525 removal of "APS" from Section 16-161 (b) pertaining to pawn shops. Case, Etzler, Johnson, Miles, Theurer and Toepper voted yes. None voted no. Carried.

Motion by Case and second by Johnson to approve gambling permit for Sacred Heart Catholic Church to have bingo on April 5, 2020. Case, Etzler, Johnson, Theurer and Toepper voted yes. Miles voted no. Carried.

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City Administrator Nelsen stated the next agenda item is a grant opportunity that Region 5 would like to apply for with the City of Brainerd and the City of Staples. There is no cash commitment from the City of Staples, but there is a commitment of staff and Council time to participate in the planning process.

Councilmember Case asked what type of plan would be developed.

City Administrator Nelsen stated it would be a smaller environmental project because the grant is for \$10,000.

Motion by Theurer and second by Johnson to approve participation in the R5DC Community Energy & Environment Planning Program and authorize Mayor Etzler to sign letter of commitment. Case, Etzler, Johnson, Miles, Murray, Theurer and Toepper voted yes. None voted no. Carried.

City Administrator Nelsen presented the Airport Advisory Board minutes of February 18, 2020. He stated three firms submitted proposals to be the Airport Consulting Engineer for the next five years. The Airport Advisory Board recommends awarding the Consulting Engineer services to Short Elliot Hendrickson (SEH). The multi-aircraft hangar is nearing completion so additional meetings will be held to determine what the allowed uses and fees should be.

Motion by Toepper and second by Case to approve Short Elliot Hendrickson (SEH) as the Consulting Engineer for the City of Staples Municipal Airport. Case, Etzler, Johnson, Miles, Murray, Theurer and Toepper voted yes. None voted no. Carried.

Councilmember Johnson stated the Council should respond to the Wilder survey when they receive it.


Councilmember Johnson informed the Council there is a Community Resilience round table at Sourcewell on March 5<sup>th</sup> from 9:30 a.m. to 3:15 p.m.

City Administrator Nelsen updated the Council on various projects.


Councilmember Theurer asked when The Mill Townhomes would be complete. Economic Development Director Radermacher responded in September, 2020.

Motion by Miles and second by Murray to adjourn at 4:17 p.m. Case, Etzler, Johnson, Miles, Murray, Theurer and Toepper voted yes. None voted no. Carried.

Approved:

  
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Chris Etzler  
Mayor

Attest:

  
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Diane Archer  
City Clerk